

The background of the cover features a large, faint, circular seal of the State of Tennessee. The seal contains the text "SEAL OF THE STATE OF TENNESSEE" around the perimeter, "XVI" at the top, and "THE GREAT SEAL OF THE STATE OF TENNESSEE" around the bottom. In the center is a shield with a plow, a sheaf of wheat, and a cotton plant, with the year "1796" at the bottom.

tennessee **REFERENCE** **manual**

**BOARD OF ARCHITECTURAL AND
ENGINEERING EXAMINERS**

FOR BUILDING OFFICIALS AND DESIGN PROFESSIONALS

PREPARED BY:

TENNESSEE BOARD OF
ARCHITECTURAL AND ENGINEERING EXAMINERS

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Table of Contents

Foreword	1
Introduction	2
The Requirements for Building Design	2
The Board	2
The Registration Process.....	3
Professional Responsibility	5
Relationship to Building Officials.....	5
A Check List for the Examination of Building Construction Documents	6
Most Commonly Asked Questions	8
Appendix A — Letter of Assurance	13
Appendix B — Letter of Clarification	14
Appendix C — Example of Minimum Conditions Requiring Registered Architect and/or Engineer when space is less than 5000 Square Feet	15
Appendix D — Seal Exemptions — Clarification [T.C.A., Section 62-2-102(B)].....	16
Appendix E — Example of a Properly Signed and Dated Seal	18
Appendix F — Plans Cover Sheet Guidelines	19
Appendix G — Sprinkler Design	21
Appendix H—Design and Practice Policies	23
1. Asbestos Abatement Design	
2. Delineation of Engineering and Surveying	
3. Design Build by Contractors	
4. Drafting Firms and Specification Writers	
5. Multiple Seals	
6. Original Sheets, Definition Of	
7. Prototypical Plans, Computer Aided Design, and U. S. Postal Services Kit of Parts	
8. Public Works—Structural/Water Lines	
9. Townhouses	
10. Working Drawings and Use of the Seal	

Foreword

This manual has been published by the Tennessee State Board of Architectural and Engineering Examiners to aid building officials, design and construction professionals, and the general public in understanding the laws of this state governing the practice of architecture, engineering, landscape architecture, and use of the title “registered interior designer.”

Information contained herein is basic and not intended to be a complete discussion of the Tennessee law. A major effort has been made to identify and address questions most asked by building officials; to this end a list of these questions, with their answers, is included as part of the manual.

The regulatory board responsible for assembling this manual protects the public by assuring its registrants and licensees are qualified to competently provide professional design and construction services in their respective disciplines. The principal focus of this Board is the protection of public health, safety and welfare.

The Board has a further responsibility to halt nonexempt, unregistered or unlicensed practice. The Board possesses the authority to investigate violations of its respective statutes and regulations and either discipline or prosecute violators accordingly.

Building officials protect the public by enforcing building code requirements. Throughout their plan check and inspection process, building officials ensure that registrants comply with building codes, local codes and ordinances. Building officials have the authority to reject documents as submitted and to withhold permits for projects that do not adhere to these requirements. Building officials rely on the Tennessee Board of Architectural and Engineering Examiners to assure its registrants and licensees are competent to practice.

A listing of currently registered architects, engineers, landscape architects, and interior designers as well as valid architectural, engineering, and landscape architectural firms, the law delineating the registration requirements and procedures, with the rules of professional conduct including civil penalties for violations of the law, is available on the Board's web site.

For further information, contact:

State of Tennessee
Department of Commerce and Insurance
State Board of Architectural and Engineering Examiners
500 James Robertson Parkway, 3rd Floor
Nashville, Tennessee 37243-1142
615-741-3221 (Nashville and Vicinity) 800-256-5758 (Toll Free)
615-532-9410 (FAX)
<http://www.state.tn.us/commerce/ae.html>
barbara.bowling@state.tn.us (E-mail)

Introduction

The people of the State of Tennessee live and work in an environment which is largely manmade. Tennessee law recognizes the need “to safeguard life, health and property, and to promote public welfare” in that environment by ensuring that design professionals — architects, engineers, landscape architects, and registered interior designers — who shape that environment are properly qualified. Through the State Board of Architectural and Engineering Examiners, the State sets standards for the education, experience, and performance of those who wish to practice these professions.

Similarly, building officials — through their enforcement of building codes — safeguard life, health and property, and promote public welfare. The State Board of Architectural and Engineering Examiners, the building officials, and the State Fire Marshal’s Office each have a vital role in the protection of the public; each must be able to depend on the others to fill its assigned role. The building official must be able to depend on professionals who are licensed by the Board to design competently and according to required standards. The Board must depend primarily upon the local building official and State Fire Marshal, particularly in nonexempt municipalities, to assure that only those who are properly licensed are allowed to provide design services.

This manual is provided to assist in the understanding of the laws and rules under which the Board and its registrants are governed with the goal of better serving the people of Tennessee, and updates and replaces the manual published in 1999.

The Requirements for Building Design

In general, all structures must have plans prepared by design professionals registered by the Board. Plans and specifications for all structures classified as “assembly,” “educational,” and “institutional” in the Standard Building Code must also be prepared by architects or engineers.

The only exceptions to this requirement are:

- Structures classified as “business,” “factory-industrial,” “hazardous,” “mercantile,” “residential” and “storage” occupancies, as such occupancies are defined in the 1985 edition of the Standard Building Code, which are:
 1. Less than three (3) stories in height; AND
 2. Less than five thousand square feet (5,000 sq. ft.) in total gross area;
- One-family and two-family dwellings and domestic outbuildings appurtenant thereto; and
- Farm buildings not designed or intended for human occupancy.

In addition, other Tennessee laws and regulations require that plans and specifications for buildings in these three classifications be approved by the State Fire Marshal or the State Department of Health as is appropriate to their use. It should be noted that the law provides that any awarding authority, public or private, may require the services of a design professional for any project.

The Board

The Tennessee Board of Architectural and Engineering Examiners is composed of twelve members — three registered architects, three registered engineers, one registered landscape architect, one registered interior designer, a public member who is not engaged in the practice of architecture, engineering, or landscape architecture, and three non-voting associate engineer members. The members are appointed by the governor and serve for a period of four years. The Board meets quarterly and at such other times as the business of the Board may require.

The Board is charged with the examination of the qualifications of applicants for registration and, in proper cases, the issuing of certificates of registration. The Board may also suspend or revoke certificates of registration in cases

of misconduct and has the duty to inquire into the identity of any person (or firm) claiming to be an architect, engineer, landscape architect, or registered interior designer and to prosecute persons violating provisions of the registration law. Suspected violations of the registration law should be reported to the Board Office. State investigators, representing the Board, gather evidence for use in the examination of reported violations. Their work often includes joint investigations with building officials. If, in the opinion of the Board's legal staff, evidence warrants the filing of formal charges, an outline of the case is presented to the Board for action. The identity of persons involved is not known to the members of the Board until presented to them for formal action. If charges are filed, a formal hearing is held with an administrative judge from the secretary of state's office conducting the proceeding and the Board members sitting as jury, rendering decisions and penalties where appropriate.

The terms of the act governing the four professions are found in Tennessee Code Annotated (T.C.A.), Title 62, Professions, Businesses and Trades; Chapter 2, Architects, Engineers, Landscape Architects, and Registered Interior Designers; and in the Rules, Chapters 0120-1, 0120-2, 0120-4, and 0120-5. Copies of the law and rules are available from the Board Office, or can be viewed on the Board's website located at www.state.tn.us/commerce/ae.html.

The Registration Process

Candidates for registration must be of good character and repute, must have professional degrees, a specified period of experience, and must have passed an examination. Candidates holding unexpired certificates of registration from any state or jurisdiction may be registered without additional examination, provided that the applicant's qualifications meet the requirements of the Tennessee Board.

Examinations are prepared by the four national professional councils of state registration boards — NCARB, NCEES, CLARB, AND NCIDQ — to provide consistent national standards of examination and to facilitate reciprocal registration among the various state registration boards.

Upon application, the candidates are required to submit records of education, experience, and letters of recommendation. The submittals are reviewed by Board members of the applicant's profession, and, if found satisfactory, the candidate is admitted to the examination. Registration certificates are awarded at the satisfactory completion of the examination. The following is a summary of education and experience requirements for individuals and the requirements for corporate, partnership, and firm practice.

A. ARCHITECTS

In addition to the examination, the following are minimum evidence of qualification for registration:

1. Graduation from a school of architecture where the professional degree has been accredited and completion of three (3) years of practical experience in architectural work satisfactory to the Board, of which not more than one (1) year of architectural practical training and school may be concurrent; or
2. Graduation from a nonaccredited architectural curriculum of not less than four (4) years in such curriculum approved by the Board and five (5) years of practical experience in architectural work satisfactory to the Board, of which not more than one (1) year of architectural work and school may be concurrent; or
3. Graduation from an architecture-related curriculum of not less than four (4) years in such curriculum approved by the Board and seven (7) years of practical experience in architectural work satisfactory to the Board, of which not more than one (1) year of architectural work and school may be concurrent.

Note: An applicant for registration as an architect must have completed the Intern-Architect Development Program (IDP) of the National Council of Architectural Registration Boards (NCARB) (effective December 1, 1984). Any out-of-state architect who applies for Tennessee registration (pursuant to T.C.A., Section 62-2-304) shall hold an unexpired certificate issued by the National Council of Architectural Registration Boards (NCARB) and shall present proof of same upon application to the Board.

B. ENGINEERS

Minimum evidence to the Board that a candidate is qualified for registration as an engineer is as follows:

1. A graduate of an engineering curriculum of four (4) years or more, approved by the Board, with a specific record of four (4) years or more of progressive experience on engineering projects, certification as an engineer intern (or engineer-in-training), and a passing score on an eight (8)-hour examination in the principles and practice of engineering;
2. A graduate of an approved engineering curriculum of four years or more, with a specific record of twelve (12) years or more of progressive experience on engineering projects, and a passing score on an eight (8)-hour examination in the principles and practice of engineering.

Note: The Board may grant toward experience requirements for registration as an engineer one (1) year of credit for graduation with a Master's degree (or higher) in engineering from an approved curriculum, or up to one (1) year of qualified experience obtained in an established cooperative education program, which is carried out within the framework of an approved engineering curriculum, and which has been approved by the Board.

C. LANDSCAPE ARCHITECTS

Minimum evidence to the Board that a candidate is qualified for registration as a landscape architect is as follows: a graduate of a school of landscape architecture where the professional degree curriculum has been accredited, completion of a minimum of three (3) years of practical experience in landscape architectural work satisfactory to the Board, and successful completion of the current landscape architecture examination.

Note: Any out-of-state landscape architect who applies for Tennessee registration (pursuant to T.C.A., Section 62-2-304) shall hold an unexpired certificate issued by the Council of Landscape Architectural Registration Boards (CLARB) and shall present proof of the same upon application to the Board.

D. REGISTERED INTERIOR DESIGNERS

Minimum evidence to the Board that a candidate is qualified for registration as an interior designer is as follows:

1. Take and pass the examination administered by the National Council for Interior Design Qualification (NCIDQ).
2. Meet one of the following education and experience requirements:
 - a. Graduate of a five (5)-year interior design program from an accredited institution and have completed at least one (1) year of diversified interior design experience; or
 - b. Graduate of a four (4)-year interior design program from an accredited institution and have completed at least two (2) years of diversified interior design experience; or
 - c. Graduate of a three (3)-year interior design program from an accredited institution and have completed three (3) years of diversified interior design experience; or
 - d. Graduate of a two (2)-year interior design program from an accredited institution and have completed four (4) years of diversified interior design experience.
3. All interior design programs must be accredited by the Foundation for Interior Design Education Research or a program determined by the Board to be substantially equivalent to such a program, or an interior design program must be offered by an institution located in Tennessee on April 16, 1991, and the institution is accredited by the Southern Association of Colleges and Schools or licensed by the Tennessee Higher Education Commission.
4. Establish to the satisfaction of the Board that the applicant:

- a. Is at least twenty-one (21) years of age;
- b. Has not been convicted of an offense that bears directly on the fitness of the applicant to be registered;
- c. Has passed or supplied proof of passage of the NCIDQ examination; and
- d. Meets any other requirements established by the Board.

Corporations, Partnerships And Firms

Corporations, partnerships, and firms (such as LLC's, LP's, and LLP's) may engage in the practice of architecture, engineering, or landscape architecture in this state, provided that at least one (1) of the principals or officers of the firm is in responsible charge of that practice and is a registered architect, engineer, or landscape architect as required by state law. Corporations, partnerships, and firms must file a disclosure form prescribed by the Board.

Professional Responsibility

Professional registration allows the architect, engineer, or landscape architect registrant to practice his or her profession and allows the interior designer to use the title "registered interior designer." Professional registration imposes on the registrant an obligation to protect the safety, health, and welfare of the public and to render competent service. A primary part of that obligation is the recognition on the part of the registrant of the limit of the registrant's professional competence and the voluntary limitation of professional assignments to activities for which the registrant is qualified by education or experience. The "Rules of Professional Conduct," which carry the enforcement of law, specify the proper conduct of practice (or title in the case of registered interior designers), service in areas of competence, the need for objectivity and truth in public statements, the avoidance of conflicts of interest and improper acceptance of work, and misconduct in practice.

Visible identification of work produced by architects, engineers, and landscape architects is in the form of the registrant's seal, which is required to be placed on all sheets of working drawings, cover or index pages of specifications, and on reports or other documents which are for the use of those other than the originating registrant. The seal must be signed by the registrant and dated. No registrant shall affix his or her seal or signature to sketches, working drawings, specifications, or other documents developed by others not under his or her responsible charge and not subject to the authority of that registrant in critical professional judgments.

The Tennessee registration law requires that members of the Board and registrants of the Board report violations of the law and cooperate with the Board in furnishing information and rendering assistance as the Board may require. The law provides for the assessment of civil penalties against both registrants and nonregistrants for violations of statutes, rules, or orders enforceable by the Board. Violations should be reported to the Board office. The Board believes it is the registrants' responsibility to be familiar with codes and applicable jurisdictional requirements.

Relationship to Building Officials

The building officials of Tennessee and the Tennessee Board of Architectural and Engineering Examiners have the same goal: the safeguarding of life, health and property, and the promotion of public welfare. Building officials move toward that goal by the adoption of building codes and standards and the enforcement of the requirements of those codes and standards. The Board moves toward that goal by the adoption of standards of education, experience, and professional practice and the enforcement of those standards. In actual practice, each group is dependent on the other for both the creation of standards and enforcement. Much of the material contained in the codes and standards originates in the research and practice experience of the professions. The everyday policing of the requirement that registrants design most structures is dependent upon the building officials. The solutions to building design problems which do not fit the requirements of the building code depend on the experience, knowledge, creativity, and cooperation of the building official and the design professional. The common goal is achieved only by joint cooperative effort.

A Check List for the Examination of Building Construction Documents

Construction documents for most projects consist of drawings and specifications. All elements shall complement each other. Completeness and coordination of all necessary information is the responsibility of the registered architect and/or professional engineer. Construction documents submitted to the building official must be of sufficient nature to clearly show the project in its entirety.

The list below is suggested as a pattern for the examination of building construction documents prior to the issuance of a building permit.

1. In general, in order to be complete, the documents must depict the following:

- a. The overall work required for the building project, including the architectural, landscape, civil, structural, mechanical, and electrical systems where required by law;
- b. Compliance with Life Safety Code; and
- c. Compliance with applicable building, fire, and handicap accessibility codes.

2. Identification Plans Cover Sheet

The required construction documents will depend upon the size, nature, and complexity of the project. **Appendix F** lists the suggested standard of the minimum required construction documents that should be submitted for review by building officials and the information that should appear on the cover sheet. The required construction documents will depend upon the size, nature, and complexity of the project. **Appendix G** addresses the State Fire Marshal's Office policy regarding the review of sprinkler shop drawings and the policy adopted by the Board of Architectural and Engineering Examiners regarding the required minimum documentation for fire protection sprinkler design documents.

3. Preparation by a design professional registered by the State of Tennessee

- a. All plans and specifications for buildings and structures must be prepared by a registered architect and/or engineer, except as noted below.
- b. Exceptions are:
 - 1. Structures classified as "business," "factory-industrial," "hazardous," "mercantile," "residential," and "storage" occupancies (classifications as described in 1985 edition of Standard Building Code)

WHICH ARE:

- a. Less than three stories in height; AND
 - b. Less than 5,000 square feet in total gross area;
- 2. One-family and two-family dwellings and domestic buildings appurtenant thereto; or
- 3. Farm buildings not designed or intended for human occupancy.
- c. When building officials receive a set of documents for permitting purposes without an architect or engineer's seal, they should ask the designer of record to sign a statement, such as the one contained in **Appendix B**.

Explanatory Notes: The Board has interpreted the above exceptions (See **Appendix D** entitled "Seal Exemptions — Clarification") only for those structures classified as above which are also separated from other buildings and/or spaces/tenants by at least two-hour construction. Only one-hour separation is required for commercial, retail, mercantile, and business occupancies in single story structures where two exterior exits are provided per single tenant space, such as strip shopping centers and strip office buildings.

Additionally, registered interior designers, while not permitted to practice architecture or engineering, may engage in design services including consultations, studies, drawings, and specifications in connection with reflected ceiling plans, space utilization, furnishings, or the fabrication of non-structural elements within the interior spaces of buildings, but specifically excluding the services specified by law to require other licensed professionals, such as the design of life safety, mechanical, plumbing, electrical, and load-bearing structural systems, except for specification of fixtures and their location within interior spaces.

- d. See **Appendix C** which graphically shows “Example of Minimum Conditions Requiring a Registered Architect and/or Engineer When Space is Less Than 5000 Square Feet.”
- e. See **Appendix D** entitled “Seal Exemptions — Clarification,” which was prepared and approved by the Board on July 8, 1989, and revised and adopted on October 12, 2001.

4. Is the design professional properly identified?

The plans and specifications shall be prepared by a design professional registered by the State of Tennessee who shall place that professional's seal (electronically or manually) on each drawing and the title page of specifications containing work for which the professional is responsible. An example of how documents should be sealed is reviewed in **Appendix E**. Since some documents may contain the work of several professionals, documents may contain several seals. The professional's signature and the date of the signature must be across the seal. An architect, engineer, or landscape architect may not affix his or her seal to any document which has not been prepared by him or her or under his or her responsible charge. (The Board imposes serious penalties against those who violate seal restriction provisions.) The registration law for interior designers is a “title” act and not a “practice” act; therefore, it is not necessary to seal any documents they may prepare under the exempt provision stated in the Explanatory Notes above.

5. Statement with Regard to Standard of Care

The design documents submitted to the building official should reveal the complete design intent in all building trades. There should be no areas of incompleteness wherein any building trade or contractor is compelled to make design decisions. Unless the documents meet these criteria, the building official should reject the documents in order to safeguard life, health and property by requiring that only qualified architects, engineers, and landscape architects may practice architecture, engineering, and landscape architecture.

6. Public Works Projects

Public works projects by the State, any county, city, town, village, or other political subdivision of the state must have plans, specifications, and estimates prepared by registered design professionals when they are:

- greater than \$25,000 (contemplated expenditure for complete project)
- OR
- alter the structural, mechanical, or electrical system of the project.

Most Commonly Asked Questions

1. Building officials receive prints of plans with a copy of the seal on them. Is this acceptable or should each print be originally sealed, signed, and dated?

The seal is placed on all original documents and signed and dated by the registrant. In the case of documents which are on translucent material for printing, this would mean that the seal, signature, and date would be reproduced. Similarly, photo copies of sealed, signed, and dated originals are acceptable. The seal without signature and date is unacceptable. (Reference Rules of Professional Conduct 0120-2-.08) An example of how documents should be sealed is on **Appendix E**.

2. When the building official observes the following, certain questions may arise:

Construction plans are submitted with the same engineer's seal on structural, mechanical, plumbing, and/or electrical drawings. Should these designs be executed by separate engineers representing each discipline?

Construction plans are submitted where an architect has sealed structural, mechanical, plumbing and/or electrical drawings. Should these designs, other than architectural, be done by an engineer?

A registrant may have expertise beyond the discipline in which he or she is educated and examined. While the building official should not be called upon to judge competence, any time he or she is confronted with the suspicion of incompetence, he or she should contact the Board so that it can make such judgment.

When a complete set of project drawings has been submitted bearing the seal of only one registered architect or engineer, the Board suggests that the building official require that the registrant sign a statement, such as the one contained in the attached form (**Appendix A**), as to authorship and competence. A copy of any such signed form should be forwarded to the Board for its attention. If a registrant refuses to sign such a statement, the Board should be notified immediately. Regardless, the building official should notify the Board if he or she believes the registrant of one discipline is incompetent to seal the work of another discipline when the documents look incomplete or suspect.

3. If on-site drainage detention is required for a site plan or plat, is a separate seal required for the hydrological calculations? If so, whose seal is adequate — architect, engineer, landscape architect, or surveyor, or is there a special seal for this particular field?

Drainage design, such as storm water retention/detention, can be a highly complex technical process and should be prepared and sealed by a qualified registrant of this Board competent to provide this design and perform the necessary calculations. Major flood construction that would fall within the jurisdiction of the federal and state regulatory agencies would require an engineer's seal along with major flood studies.

4. May site plans and preliminary plats be prepared by an architect, engineer, landscape architect, or a surveyor?

Land surveying, measurement and calculation of areas, boundaries, property lines and the plotting thereof should be performed by a surveyor registered by the Land Surveyors Board. Design changes to the topography and drainage should be performed by a qualified registrant of the Architects and Engineers Board. Design of underground utilities and electric power lines should be performed by the engineer. The arrangement of building(s) on the site, finished grading, and finished site details should be performed by a qualified registrant of the Architects and Engineers Board.

5. When an owner calls to complain that there has been a failure in construction and the structure was built per specifications, who is responsible? What is the responsibility of each person involved?

The determination of degrees of responsibility for construction failures is beyond the scope of the duties of the Board. If there is indication of incompetence on the part of a registrant, the Board should be notified. The Board may then authorize an investigation of the events involved in the failure and, if warranted, take appropriate disciplinary action.

6. If a freestanding building classified as “business” has an area greater than 5,000 gross square feet but is only one or two stories high, must the plans and specifications be prepared by a registered architect or engineer?

Yes. The building must meet both the requirement for an area less than 5,000 square feet and the requirement for a height of less than three stories to be exempt from the requirement for plans and specifications prepared by an architect or engineer. For instance, if a two-story building has 4,000 square feet per floor (or 8,000 total square feet), the plans and specifications shall be prepared by an architect or engineer. (Refer to **Appendix C** for further clarification.)

7. If a designer, owner, contractor, or other nonregistrant prepares plans for a building which requires the use of architects or engineers and applies for a building permit, should the building official suggest that the nonregistrant contact an architect or engineer and have him or her review and place his or her seal on the plans and specifications?

No. Under Tennessee law, a registrant may not take over, review, revise, or place his or her seal on plans and specifications begun by persons not properly qualified. A registrant may seal only work which he or she has prepared or which has been prepared under his or her responsible charge. The building official should contact the State Board and refuse to issue a permit until appropriately sealed plans are submitted.

8. Are registrants required for design of building utilities such as electrical service, steam systems, refrigeration systems, etc., where no changes or additions to the building are necessary?

Yes. The intent of the law is that registrants be involved in design work pertaining to the lawful practice of architecture, engineering, or landscape architecture. Use of an electrical or mechanical engineer is not precluded simply because a general contractor is not involved in building or building structure addition and/or modifications.

9. Do registered interior designers have to seal any documents prepared by them?

No. The registration law passed by the State of Tennessee in 1993 is a “title” act requiring that any interior designer who calls himself or herself a registered interior designer must be registered by the Board. The law is not a “practice” act; therefore, interior designers are allowed to do no more and no less than before the legislation was passed. A registered interior designer may provide plans and specifications in connection with reflected ceiling plans, space utilization not affecting life safety, furnishings, or the fabrication of non-structural elements within the interior spaces of buildings.

10. Should a building permit be issued when the building official receives a set of plans for tenant space that is part of a new multi-story office building’s construction and the plans are not sealed by a licensed architect or engineer?

No. Unless the tenant space is less than 5,000 square feet and separated by at least two-hour construction from adjoining tenant spaces. A qualified registrant of this board must prepare and seal the plans prepared by him or her for the tenant space, even if the shell of the building is prepared by another registrant. A non-registrant may provide plans and specifications with reflected ceiling plans, space utilization not affecting life safety, furnishings, or the fabrication of non-structural elements within the interior spaces of buildings not exceeding 5,000 square feet.

11. May a nonregistrant prepare plans and specifications for interior space planning, remodeling, or renovation of an existing building classified as business, commercial, retail, or mercantile?

No. A qualified registrant of this board is required for any occupancy exceeding 5,000 square feet except those that are exempt such as single family and farm buildings.

12. If the building official receives a set of architectural plans for construction or renovation of an existing building without accompanying structural, mechanical, plumbing, and electrical information, should a building permit be issued?

No, unless there are no requirements for work in these accompanying disciplines.

13. What registrant is qualified to prepare site grading and site drainage plans?

A qualified registrant of this board who is competent in that area of design may provide site grading and site drainage plans.

14. When a nonregistrant prepares construction documents for a building, may that individual obtain a review and written certification of adequacy from a registrant and thereby obtain a building permit?

No. The written certification may not be accepted for permit issuance in lieu of construction documents prepared and sealed by a registrant. The registrant must demonstrate responsible charge for the proposed work or face disciplinary action.

15. Are designs (plans and specifications) for “pre-engineered” buildings exempt from the requirement that a registrant of the Board prepare and seal them?

No. Pre-engineered buildings are not automatically exempt. The design of pre-engineered steel structures or structural components (i.e., trusses, buildings, etc.) must be prepared, sealed, signed, and dated by a Tennessee registrant. There may be additional engineers, architects, or landscape architects needed for the remaining portions of the project (i.e., electrical, plumbing, HVAC, site design, soils analysis, building circulation and exiting, physically handicapped criteria, landscaping, etc.).

16. May any person provide inspection or review of buildings or sites to determine if the project construction phase conforms to the architectural and engineering construction documents?

Yes. However, the Board recommends a registrant of this board provide construction administration or review of construction. Administration of construction contracts is defined as periodic site visits, change orders, shop drawing reviews, and reports to owners of any observed substantial deviation from the contract documents. Building officials who inspect for conformance with building codes are in no way restricted from performing their duties.

17. May a Tennessee registrant review and “over seal” plans prepared by an out-of-state professional for a design project in Tennessee?

No. A qualified registrant of this board may only seal drawings designed and prepared by or under his or her responsible charge. Sealing any drawings prepared by others will result in disciplinary action.

18. May an owner, builder, or contractor make changes to final architectural, engineering, or landscape architectural plans?

No. When plans are prepared by a Tennessee registrant, no changes may be made except by that registrant.

19. May an architect or engineer prepare and seal landscape drawings without registration as a landscape architect?

Yes. Architects or engineers may prepare landscape drawings if they are within their area of competence.

20. What procedures should a building official follow when the registrant does not provide plans or changes necessary to the project?

Notify the owner of the project. It is the owner's responsibility to hire the proper registrants to provide plans or submittals for the permit.

21. What should building officials do if they know that someone may be violating the registration law?

Notify the Board.

22. May a building official require a structure to be designed by an architect or engineer, although exempt under the registration law, if it is deemed that such a structure is an undue risk to public safety, health, or welfare?

Yes. The building official may require part or all of the structure to be designed by an architect or engineer. The Board and registration law do not supersede the building official's authority to protect the health, safety, or welfare of the public.

23. Are interior designers licensed by the State to “practice” interior design?

No. Registered Interior Designers and Architects are licensed to use the title “registered interior designer.” Nonregistrants may not use the title “registered interior designer.”

24. Are full height, non-bearing, non-rated partitions considered components that affect the safety of the building?

The addition, relocation, or removal of full height, non-bearing, non-rated partitions could change or affect the safety of a building. Each situation must be judged within its specific context; thus, the building official must decide whether such partitions would affect the safety of the building.

25. Now that the Tennessee Board of Architectural and Engineering Examiners requires interior designers to be registered in order to use the title “registered interior designer,” may another registrant call himself or herself a “registered interior designer?”

Any person may render interior design services. Only Registered Interior Designers and Architects registered in the State of Tennessee may use the title “Registered Interior Designer”. (Reference T.C.A., Section 62-2-903.)

26. May the seal used by the registrant on construction documents be computer generated?

Yes. The Board has determined that the seal may be an embossed, rubber, sticky, or electronic seal. The registrant must personally sign or affix his or her signature, either manually or electronically, using a secure method.

27. If an existing building or space within a building expands by less than 5,000 square feet, is a registered architect or engineer required to provide appropriate plans and specifications?

Yes, if the cumulative or combined space or spaces (existing or expanded areas) is greater than 5,000 square feet, a qualified registrant of this board is required.

28. When does it become necessary for a registrant to prepare and seal drawings and details for landscape construction?

Landscaping associated with new and existing construction of buildings over 5,000 square feet or greater than two stories requires the use of a registrant. For non-building/landscape related projects where site improvements are greater than 5,000 square feet in area, a registrant is required.

Per T.C.A., Section 62-2-102, nothing shall prevent any awarding authority, public or private, from requiring the services of a registered architect, engineer or landscape architect for any project. See T.C.A. Section 62-2-107 for “Employment of licensees on public works.”

29. Is it necessary for a registered architect or engineer to prepare documents for a roof replacement on an existing building?

Yes. A qualified registrant is required for roof replacements or reroofs of all buildings in excess of 5,000 square feet or more than two stories. When a roof is replaced, structural loads during and after installation can change, energy requirements may be affected, drainage conditions can change, etc. Notwithstanding the above, a registrant is also required for public works projects under \$25,000 if the structural, mechanical, or electrical system of the project is altered.

30. When is a registrant required to prepare plans and specifications for public works projects?

Plans and specifications for any public works construction or maintenance project that exceeds \$25,000 shall be prepared by a registrant. Notwithstanding the above, a registrant is also required for projects under

\$25,000 if the structural, mechanical, or electrical system of the project is altered. Construction on any part of an electric distribution system owned by a political subdivision of the State is excluded. (Reference T.C.A., Section 62-2-107.) A registrant is also required for public works projects which have a contemplated expenditure over \$25,000.

31. Is a registered architect or engineer required to prepare and seal drawings for an existing building space over 5,000 square feet if the space is going to be divided into several spaces less than 5,000 square feet?

Yes. While the particular use of a facility may ultimately have individual spaces less than 5,000 square feet and separated by fire-rated construction from other tenants, the overall space requires a registered architect or engineer to be sure construction, egress, systems, etc., are properly designed and integrated collectively.

32. Is a company without a registrant in full-time employ that provides preliminary design services (i.e., schematics, where drawings are prepared to describe the basic plans and elevations) required to have a registrant licensed in the State of Tennessee?

Yes. Preliminary designs and schematic designs that may be used to continue and complete a project, even if intended to be completed by a registrant, shall be prepared by a registrant.

APPENDIX A
LETTER OF ASSURANCE

The drawings you have submitted on the above-referenced project have your architect's/engineer's seal on all phases of the plans, which is somewhat unusual to find on construction documents for a project of this size and type. In order for this office to recognize you as the total project designer, you will need to provide the following assurances:

I, _____, confirm that:
(print or type name)

1. All project drawings bearing my seal were prepared under my responsible charge.
2. I am competent in the design of architectural, civil, electrical, mechanical, plumbing, and structural systems for a project of this size and type either by reason of my education and/or experience.

_____ Signature	_____ Profession	_____ TN License No.	_____ Date
--------------------	---------------------	-------------------------	---------------

You will need to sign, date, and return this letter of assurance in order for this office to consider you as the total project designer. This letter of assurance may be sent to the Tennessee Board of Architectural and Engineering Examiners if the building inspection department deems appropriate.

Thank you, in advance, for your cooperation in this matter.

Sincerely,

APPENDIX B
LETTER OF CLARIFICATION

The drawings you have submitted on the above-referenced project do not have the seal of an architect or engineer, which is somewhat unusual to find on construction documents for a project of this type. In order to recognize the fact that a registered architect or engineer is not required for this project, we need you to provide the following assurances:

1. The design being submitted is less than 5,000 gross square feet, less than three stories in height and separated from other tenant spaces (if a part of a multi-story or multi-tenant building) by at least two-hour construction.

and/or

2. I am competent in the design of this type of space planning, which does not include changes that affect the structural, mechanical, electrical system, or the life safety of the building and occupants of this space.

and/or

3. The building or space is not an "A," "E," or "I" occupancy, which would require a registered architect or engineer regardless of size.

and/or

4. I am a registered interior designer, and these plans and specifications are for build out of spaces less than 5,000 square feet. My registration number is _____.

Signature

Date

In order for this office to continue to recognize you as the total project designer so that it can process the building permit, you will need to circle the appropriate statement(s) that applies(ly) in this case and sign, date, and return this letter of clarification.

Thank you, in advance, for your cooperation in this matter.

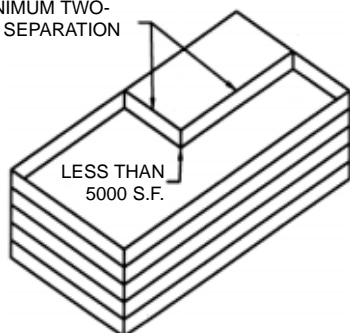
Sincerely,

APPENDIX C

Example of Minimum Conditions Requiring a Registered Architect and/or Engineer When Space is Less Than 5,000 Square Feet (S.F.)

MULTI-LEVEL STRUCTURE

MINIMUM TWO-
HOUR SEPARATION

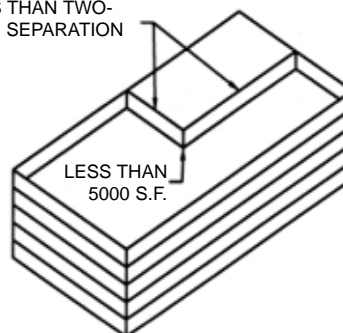


SPACE WITHIN MULTI-LEVEL BUSINESS, FACTORY-INDUSTRIAL, HAZARDOUS, MERCANTILE, RESIDENTIAL, OR STORAGE OCCUPANCIES WITH MINIMUM TWO-HOUR SEPARATION

NO REGISTRANT REQUIRED*

MULTI-LEVEL STRUCTURE

LESS THAN TWO-
HOUR SEPARATION



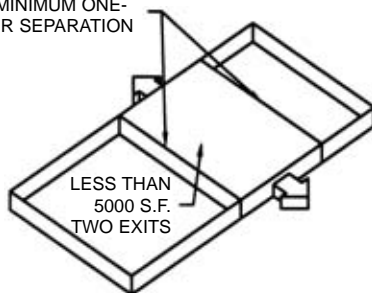
SPACE WITHIN MULTI-LEVEL BUSINESS, FACTORY-INDUSTRIAL, HAZARDOUS, MERCANTILE, RESIDENTIAL, OR STORAGE OCCUPANCIES WITH LESS THAN TWO-HOUR SEPARATION

REGISTRANT (ARCHITECT AND/OR ENGINEER) REQUIRED*

NOTE: Multi-level structures used for assembly, institutional, educational, or hazardous occupancy require design documentation by a registered architect and/or engineer regardless of size and separation. Also, any space in a multi-level structure (over 5,000 square feet) requires design documentation by a registered architect and/or engineer.

SINGLE-LEVEL STRUCTURE

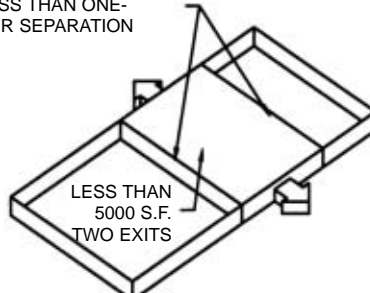
MINIMUM ONE-
HOUR SEPARATION



SINGLE-LEVEL COMMERCIAL, RETAIL, OR MERCANTILE OCCUPANCY WITH ONE-HOUR DEMISING WALLS AND MINIMUM OF TWO EXITS.

NO REGISTRANT REQUIRED*

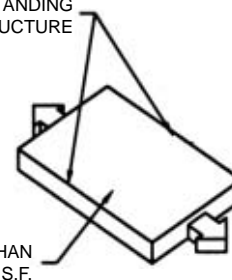
LESS THAN ONE-
HOUR SEPARATION



SINGLE-LEVEL COMMERCIAL, RETAIL, OR MERCANTILE OCCUPANCY WITH LESS THAN ONE-HOUR DEMISING WALLS.

REGISTRANT (ARCHITECT AND/OR ENGINEER) REQUIRED*

FREE STANDING
STRUCTURE



SINGLE-LEVEL ASSEMBLY, INSTITUTIONAL, OR EDUCATIONAL OCCUPANCY.

REGISTRANT (ARCHITECT AND/OR ENGINEER) REQUIRED*

NOTE: In any case where more than 5000 square feet (S.F.) is involved, a Tennessee registered architect and/or engineer is required to provide design documentation with regard to all architectural, structural, mechanical, electrical, plumbing, and fire protection issues. Where existing, new, or shelled-in spaces less than 5000 square feet occur, architectural, structural, mechanical, electrical, plumbing, and fire protection design by a registered architect and/or engineer is required if rated separations noted above are not in place, or in any case where exceptions noted in T.C.A., Section 62-2-102, are not valid.

If an existing space or building of less than 5000 square feet is expanded and the sum of the existing and new space or building exceeds or is equal to 5000 square feet, a registered architect and/or engineer is required to provide design documentation including code conformance on the entire structure.

* In no case can anyone other than an architect or engineer registered in Tennessee provide design documentation with regard to assembly, institutional, and educational occupancies.

APPENDIX D

Seal Exemptions – Clarification [T.C.A., Section 62-2-102(b)]

The following are situations where a registered architect, engineer, or landscape architect is not required unless an awarding authority deems it necessary:

1. Tenant finishes and tenant improvements, not including building systems, to a building of either B, F, M, or S occupancy may be designed by a nonregistrant with the following provisions:
 - A. Each separate tenant space is less than 5,000 square feet in a structure that is less than three stories in height and the tenant spaces are separated from other tenant spaces by at least two-hour fire-rated walls.
 - B. Remodeling, maintenance, or renovation of any building or structure which does not alter the structural system, or fire protection, or egress requirements.
2. Existing interior space. Normal maintenance or remodeling of an existing interior space in an existing building where the use and floor plan do not change but upgrades are needed, such as, remove and replace finishes (wall, floor, ceiling, where these are not a part of required fire ratings), change light bulbs or filters, and rearrange prefabricated partitions.
3. Mechanical design.
 - A. The design of a mechanical system for a building or structure of B, F, M, or S occupancy, and a temporary structure, wherein the HVAC system developed is not more than a total of 12.5 ton capacity and not more than a total of 500,000 BTU of heating per hour output.
 - B. Normal maintenance or replacement of defective mechanical equipment with like equipment with like size may be accomplished by contractors licensed in their respective trades.
4. Electrical design. Minor electrical additions, such as receptacles, lighting, or other circuits, not to exceed 20 amperes, may be designed without benefit of a registrant, if the additional circuits do not require additional distribution panel(s) and/or the need for upgrading, resizing, or enlarging branch circuits and main feeders. In addition, such work shall be performed by an appropriately licensed individual in the state of Tennessee, and such person shall certify to any authority having jurisdiction, in writing, that he/she has evaluated such work in relation to the National Electrical Code and local codes, providing, for the record, the number of circuits added and the revised loads on the existing panel(s).
5. Plumbing design. Minor plumbing upgrades and additions up to the equivalent of three (3) fixture unit values, which do not require any change to the capacity of any waste, vent or supply system.
6. Reroofing. Normal maintenance, repair, or replacement of an existing roof where the weight, drainage, fire protection, and other code related requirements of the original design are not changed or compromised.

Note Regarding Public Works Projects: T.C.A. 62-2-107 (Employment of licensees on public works—Excluded public works)

- (a) Neither the state, any county, city, town, or village, or other political subdivision of the state, shall engage in the construction or maintenance of any public work involving architecture, engineering, or landscape architecture for which the plans, specifications, and estimates have not been made by a registered architect, registered engineer, or registered landscape architect.
- (b) Nothing in this section shall be held to apply to such public work wherein the contemplated expenditure for the complete project does not exceed twenty-five thousand dollars (\$25,000), and such work does not alter the structural, mechanical, or electrical system of the project.
- (c) For the purposes of this chapter, “public work” does not include construction, reconstruction, or renovation of all or any part of an electric distribution system owned or operated directly or through a board by a municipality, county, power district, or other subdivision of the state of Tennessee, that is to be constructed, reconstructed, or renovated according to specifications established in the American National Standard Electrical Safety Code, the National Electrical Code, or other recognized specifications governing design and construction requirements for such facilities. Notwithstanding the foregoing, “electrical distribution system” does not include any office buildings, warehouses, or other structures containing walls and a roof, which are to be open to the general public. [Acts 1979, ch. 263, §36; T.C.A 62-236; Acts 1988, ch. 990 §9; 1994, ch. 644 § 3.]

HISTORICAL FOOTNOTE: This policy was adopted by the Board as a result of negotiations with construction-related industry representatives to get T.C.A., Section 62-2-102(b), enacted into law.

Adopted 4-27-89

Revised and adopted 6-8-89

Revised and adopted 10-4-97

Revised and adopted 10-12-01

APPENDIX E

Example of a Properly Signed and Dated Seal

Architect



Engineer



Landscape Architect



APPENDIX F
COVER SHEET FOR PLANS SUBMISSIONS

PROJECT NAME:

PROJECT ADDRESS:

PROJECT DESCRIPTION (Scope of Work):

FIRE DISTRICT:

PROJECT CONTACT PERSON: (Registered Architect or Professional Engineer in Responsible Charge)

ARCHITECTS/ENGINEERS/LANDSCAPE ARCHITECTS: List all names and pertinent information for each registrant (architect, engineers, and landscape architect) involved in the project. Include each engineering discipline represented in the project (civil, electrical, mechanical, plumbing, structural)

Name: _____

Company Name: _____

Phone (including area code): _____ (ofc.)

_____ (fax)

E-Mail Address (if applicable) _____

Tennessee License Number: _____

Design Codes/Edition ICC _____ SBCCI _____ NFPA _____

Handicapped Code Edition Used NCHC _____ CABO/ANSI _____

Type of Construction ICC _____ SBCCI _____ NFPA _____

Occupancy Group(s) ICC _____ SBCCI _____ NFPA _____

Number of Stories (excluding basement unless educational or assembly occupancy) _____

Height of Building from Average Grade _____

Building Area Per Story _____ Existing _____ Proposed _____

Occupant Load Per Floor ICC _____ SBCCI _____ NFPA _____

Required Exit Width Per Floor ICC _____ SBCCI _____ NFPA _____

Number of Parking Spaces Required _____ Proposed _____ Handicapped _____ Van _____

Fire Protection hourly ratings for all structural components and separation of hazards components required by the applicable building code.

_____ Edition of the SBC _____ Edition of the IBC

_____ Columns

_____ Beams

_____ Walls

_____ Floor/Ceiling

_____ Roof/Ceiling

_____ Roof Covering

_____ Corridors

_____ Shaft Enclosures

_____ Stair Enclosure

_____ Tenant Separations

_____ Occupancy Separations

Sprinkler System Type _____ **Standpipe System** _____

Fire/Smoke Alarm System: _____

Abbreviations Used and Meaning: _____

WATER SUPPLY DATA (FROM NEAREST HYDRANT TO SITE)

Provide the following flow test data on the plans for hydrant(s) used to meet the 500 feet or less hose lay requirement in accordance with the local authority having jurisdiction. [State Fire Marshal's Office Policy based on NFPA 24 4.2.1]. Show flow test data next to the hydrant tested. Flow test must have been conducted within the last six months from start of design process.

a. Static pressure _____psi

Residual pressure _____psi (20 psi minimum)

Flow _____ gpm (500 gpm minimum)

Tennessee Department of Environment and Conservation Rules and Regulations 1200-5-1-.17, paragraph 18.

b. Party responsible for taking test (name and address)

c. Date test taken: _____ Time test taken: _____am/pm

c. Elevation of test hydrant: _____

General Notes:

- Identify use of rooms and spaces.
- Show area increase calculations per SBC 503.3 and SBC 503.4 or ICC
- Show wall ratings on structural, mechanical, plumbing, electrical, and fire protection drawings.
- Provide design live load values on plans for wind, snow, roof, floor, stairs, guard and hand railings, seismic per SBC 1607.1.2, etc. [SBC Chapter 16] or ICC
- Identify any exceptions/appeals/equivalencies and authority granting approval.

Note: This plans cover sheet was developed during discussions with the State Fire Marshal's Office and local Codes Enforcement Officials and should be used as a guideline when submitting plans to the designated reviewing authority.

APPENDIX G
DIVISION OF FIRE PREVENTION/CODES ENFORCEMENT
PLANS REVIEW POLICY FOR REVIEW OF SPRINKLER SHOP DRAWINGS

Pursuant to Tennessee Code Annotated, Section 62-32-112, a registered fire protection sprinkler system contractor, through its responsible managing employee, may submit shop drawings of proposed fire protection sprinkler system installations in projects whose construction plans and specifications are subject to review by the Division. After receipt of the shop drawings, the Division must review the drawings and may approve or disapprove the shop drawings.

The above-cited section is not intended to circumvent the requirement for plans prepared and sealed by registered architects and/or engineers where appropriate; rather, the section is intended to allow the sprinkler system contractor to submit shop drawings to provide for the installation of the sprinkler systems. These drawings should be coordinated with the architect or engineer of record. The architect or engineer of record should always provide the design intent of the system and should review and approve or disapprove the shop drawings submitted by the sprinkler system contractor. Attached and incorporated herein by reference is a copy of the policy of the Tennessee State Board of Architectural and Engineering Examiners which sets forth the architect's or engineer's design responsibilities concerning sprinkler drawings. The goal is for the design drawings to provide sufficient information to indicate compliance with applicable building codes and ensure that the builder or installing contractor will not be required to make design decisions. The registered architect or engineer should also provide design from the point of service that point at which the system is dedicated solely to fire protection to the building.

To that end, the Division of Fire Prevention will accept shop drawings submitted by sprinkler system contractors. It will review such shop drawings and shall require the seal of a registered architect or engineer where engineering design is involved, as authorized by Tennessee Code Annotated, Section 62-32-112.

Adopted 4-10-97

SPRINKLER DOCUMENTS POLICY
BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS

Frequently, the first indication that a fire protection sprinkler system exists in a building construction project is included within the design document package which is given a review by the Fire Marshal's office. The sprinkler design drawings have occasionally not been of a completeness where the plans reviewer is comfortable that all design issues have been addressed.

The Board feels that its registrants, when addressing sprinkler design in a project, should provide some minimum features so that the design is complete enough for review. Of course, the installing contractor is required to submit directly to the Fire Marshal's office for review of any sprinkler system layout under the concept of a hydraulically calculated system.

The Board, therefore, has set forth for its registrants minimum criteria for Fire Protection Sprinkler Design Documents as follows:

- I. General information required on design drawings and specifications:
 - A. Scaled drawings on sheets of uniform size
 - B. Plan of each floor; name of owner; location, including street address; point of compass; ceiling construction: full height building cross section; fire wall locations; partition locations; occupancy; unprotected floor openings; fire doors; distances regarding code requirements of adjacent or nearby exposed building or structures; description of occupancy group.

II. Technical information required:

- A. Street main size; pressures under flowing and static conditions; hydrant locations within area of influence of the project; applicable elevations of slab, floors, ceilings, street main connection, etc.
- B. Temperature ratings and locations of all sprinkler heads; total area protected by each system; maximum coverage of sprinkler type; maximum velocity in the system; number of sprinklers on each riser per floor, size and location of risers with description and arrangement of valving and assessors; kind and location of alarm devices; hose stations and components therein.
- C. If extensions are made to existing systems, the same information shall be provided for the existing system as well as that for the extension.
- D. The location and size of the remote area of coverage; size of air compressors; specification of material quality using national standards; nominal major pipe sizes for risers, feedmains, crossmains, standpipes, control valves; point of connection to the main; size and type of meters and valve pits; depth of top of buried pipe to grade
- E. Fire pump room layout; fire pump specifications
- F. If hydraulically calculated systems are prepared by the engineer, the documents shall include the information required by the NFPA-13.

III. Engineer's seal:

- A. The engineer of record submitting fire sprinkler system design construction documents shall seal, sign and date each page or sheet of drawings and the first page of specifications and calculations.

Adopted 11-1-90

APPENDIX H--DESIGN AND PRACTICE POLICIES

I. ASBESTOS ABATEMENT DESIGN POLICY STATEMENT

Where asbestos abatement design involves the design or modification of buildings, building systems, (including, but not limited to fireproofing, fire protection systems, building ventilation systems, and fire resistive construction), and utilities, or the consequent refitting of buildings, it constitutes the practice of architecture or engineering. Subject to the exemptions listed in Tennessee Code Annotated (T.C.A.), Sections 62-2-102 and 62-2-107, asbestos abatement project drawings and specifications which deal with the design or modification of buildings, building systems, and utilities, or the refitting of buildings shall be prepared by a registered architect or engineer with competence and expertise in asbestos abatement. All such drawings shall, in accordance with T.C.A. Sections 62-2-306(b) and Rule 0120-2-.08 (Seals), bear the seal and signature of the registrant.

The above policy notwithstanding, the Board recognizes that certain aspects of asbestos abatement design which do not involve the design or modification of buildings, building systems, and utilities, or the consequent refitting of buildings may be addressed by a qualified certified industrial hygienist, as certified by the American Board of Industrial Hygiene. A certified industrial hygienist with competence and expertise in asbestos abatement design may develop a written plan and specifications for selection of personal protective equipment, employee training, medical surveillance, employee and equipment decontamination procedures, analytical requirements for monitoring, employee and area monitoring, temporary containment and negative pressure systems, work area clearance, and record keeping.

In addition, the inspection and collection of data as to possible existing asbestos in structures may be performed by a properly trained nonregistrant. Management plans and operation and maintenance plans should be prepared by a qualified registered architect or engineer or by a qualified certified industrial hygienist.

Adopted 1/26-27/89
Revised and adopted 3-30-90
Revised and adopted 10-30-91

II. DELINEATION OF ENGINEERING AND SURVEYING

In rural areas regarding subdivision development of property, an issue has arisen between surveyors and engineers wherein the surveyors feel they should take responsibility for engineering design because engineering expertise is not available and the importance of such engineering expertise is questionable. Engineers do not subscribe to this extension of the responsibilities of surveyors into their practice.

On September 17, 1987, three members of the State Board of Architectural and Engineering Examiners (Messrs. Lannom, Adsit, and Wynne) met with the Honorable Bill Richardson, Tennessee State Senator, to discuss his original intent in the delineation of the two professions during the Senate's deliberations in 1976, when the surveyors' law was passed.

The language below is the A/E Board's interpretation of the delineation of engineering and surveying:

1. Land surveying, measurement and calculation of areas, boundaries, property lines, the subdivision of property and the plotting thereof must be done by a surveyor and his drawing must bear his seal.
2. Subdivision road alignment, road grades, cutting and filling of subdivision lots, and changes to the topography which involves a final grading plan may be performed by either an engineer or a surveyor; the designer's seal must be applied to the drawing. In localities where instability of final grades and slopes requires analysis of soils to prevent conditions hazardous to life and property, design of roads, slopes, ditches, and building sites must be done by an engineer.

3. Culverts, storm drainage pipes, water lines, sewer lines, electric power lines or other utilities not existing prior to development shall not be shown on a subdivision drawing unless that drawing bears the seal of the engineer who designed them. Culverts under roads, having open ends, leading from one road ditch to the other, which are prefabricated manufactured pipes, may be shown on a subdivision drawing sealed by either a surveyor or an engineer.
4. Drainage design for special consideration, such as storm water retention or flood control, must be performed by an engineer, and the engineer's seal must be applied to the drawing.

Adopted 1-26-90

Revised and adopted 10-4-97

III. DESIGN/BUILD BY CONTRACTORS

Contractors, without in-house registrants, offering "design/build" services are in no way authorized to perform actual architectural, engineering, or landscape architectural services. Such professional services must be performed by duly qualified registrants in conformity with the provisions of Tennessee Code Annotated (T.C.A.), Title 62, Chapter 2, and the Board's Rules of Professional Conduct.

Contractors may offer "design/build" services to the public without having to comply with the firm disclosure and supervision requirements of T.C.A., Title 62, Chapter 2, Part 6, provided no "architectural," "engineering," or "landscape architectural" services are offered in-house.

Any plans, specifications, and/or reports which are part of a proposal, and all subsequent construction documents, shall be prepared and sealed by the registrant(s) having responsible charge of the project.

Adopted 10-22-92

Revised and adopted 7-18-97

Revised and adopted 4-25-02

IV. DRAFTING FIRMS AND SPECIFICATION WRITERS

As Computer Aided Design (CAD) and drafting play an ever expanding role in our professions, questions arise as to the relationship of these systems to the requirements of the registration law. Among these questions is that of the role of businesses providing drafting services to professional offices. These drafting/CAD services are either by traditional manual methods or by the use of CAD equipment. At the July 31, 1987, meeting, the Board stated the following policy in this regard:

1. The drawings prepared by the drafting service are to be taken from complete information provided by the registrant whose seal will appear on the drawings.
2. The drafting or CAD firm's preparation shall not consist of any original or design work whatsoever produced by that drafting firm, including decisions for use of previously drawn or stored work. The registrant shall retain documented evidence to prove the source of such original or design work is that of the registrant.

This policy also applies to specification writers.

Adopted 7-31-87

Revised and adopted 9-29-95

Revised and adopted 10-4-97

Revised and adopted 4-25-02

V. MULTIPLE SEALS

If a registrant has done work on a document, the registrant's seal should be on it. Where multiple

registrants work on the same document, all such registrants should seal the document, and, if there is any question, description of the areas of responsibility should be included.

Adopted 1-26-89

Revised and adopted 10-4-97

Revised and adopted 4-23-98

Revised and adopted 4-25-02

VI. ORIGINAL SHEETS, DEFINITION OF

The words "all original sheets" in Rule 0120-2-.08(2)(a) mean "tracings or reproducible sheets."

Adopted 5-10-91

VII. PROTOTYPICAL PLANS, COMPUTER AIDED DESIGN, AND UNITED STATES POSTAL SERVICES KIT OF PARTS

The substantial portion of any project sealed by an architect, engineer, or landscape architect should be developed under his or her responsibility. The use of predrawn detail items or detail units by a registrant who has reviewed and accepted same, as long as the health, safety, and welfare of the public are protected, is allowed.

Adopted 3-30-90

Revised and adopted 10-4-97

Revised and adopted 04-25-02

VIII. PUBLIC WORKS - STRUCTURAL/WATER LINES

The term "structural" in Tennessee Code Annotated, Section 62-2-107(b), shall not include single water lines not more than 3,000 feet serving up to ten homes. (This does not include wastewater line extensions.)

NOTE: The Board's policy is based on its opinion that the above-described water line is clearly civil" in nature, rather than "structural." This interpretation is confined to T.C.A., Section 62-2-107(b) and is not to be construed as addressing any other provision of state law.

Adopted 4-30-92

IX. TOWNHOUSES

The Board interprets Public Chapter 307 of the Acts of 1989 (which amends T.C.A., Section 62-2-102 where it refers to exemptions for single-family dwellings) to include what is termed as townhouses as defined by and with the requirements of the Standard Building Code.

NOTE: Home builders want to be able to build townhouses as defined in the Standard Building Code residences which are built attached but which have a zero lot line (a lot line goes right through the common wall between the two). The wall has to be designed with at least a two-hour, and in some cases a four-hour, fire rating.

Adopted 3-7-89

X. WORKING DRAWINGS AND USE OF THE SEAL

Use of the seal inquiries have been made concerning the Board's interpretations of sealing for "working drawings," "fast track," and "design/build" projects. The Board considers working drawings to be any drawings, sketches, reports, or other work product which is in whole or part intended for use in specific

proposals and/or becomes a part of defining the scope of a contract for work, written or verbal, and as such must be sealed by a registrant.

In the context of a construction project (building, roadway, site, processing plant, transmission lines, substations, etc.) working drawings are sketches or drawings intending to communicate work to be performed by contractors or tradesmen, whether said drawings or sketches are wholly or partially complete.

As further clarification, the Board considers that some drawings or sketches are not in the working drawing category when they communicate concepts only and are not to be used for consideration in a machine, process or building project. However, any drawings prepared for the purpose of submittal to regulatory authorities (i.e., codes, fire marshals, etc.) must be sealed by the registrant.

Although it requires considerable effort for the registrant to seal many issues of drawings, the Board feels this is a necessary process to safeguard life, health, and property, as the seal indicates to the public the documents were authored by a properly qualified and certified registrant.

Adopted 4-28-88

Revised and adopted 10-4-97

Revised and adopted 04-25-02

TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY, 3RD FLOOR
NASHVILLE, TN 37243-1142

RETURN SERVICE REQUESTED